

RECORD OF PROCEEDINGS SAYBROOK TOWNSHIP TRUSTEES

Minutes of

Meeting

DAYTON LEGAL BLANK, INC., FORM NO. 10148

SEPTEMBER 7, 2010

Held

20

The Special Open Monthly Meeting of the Saybrook Township Board of Trustees to discuss the following: Cemetery (Monuments) Policy, Cell Phone/Texting Policies and Fueling Policy was called to order at 7:00 P.M. by Chairperson Robert Brobst; with Trustees Norman Jepson and Jane Hawn-Jackson, Office Manager Joyce Crease and no members of the public were in attendance at the Saybrook Township Administrative Offices, 7247 Center Road, Saybrook Township, Ohio 44004. Fiscal Officer Marc Pope was not present.

The following minutes reflect action taken by this Board. The recording of this meeting is on file at the Administrative Office. More detailed information can be obtained by listening to it at the Saybrook Township Administrative Office (file #40) or, upon request; it can be copied onto a CD at the current cost of the CD.

#1 Norman Jepson moved, seconded by Jane Hawn-Jackson to appoint Office Manager Joyce Crease as Pro-tem for tonight's meeting.

Voting:	Jane Hawn-Jackson	Yes
	Norman Jepson	Yes
	Robert Brobst	Yes

CEMETERY

Need to develop a form for all foundation orders that will include detailed information which must be completed in full to accept the order and fax to all dealers. The requirements are stated in the following resolution.

#2 Norman Jepson moved resolution, seconded by Jane Hawn-Jackson to add the following to our Cemetery Rules and would apply to any monuments or memorials set after December 31, 2010 the following:

Monuments less than 48" high with a separate base shall have the pieces secured with standard adhesive materials in accordance with all applicable industry standards. Any monument 48" and higher must be pinned using a 1/2" diameter pin not less than 4" into the base and 4" into the tablet, with one pin for every two feet of length. The pin must be manufactured of bronze, brass or 300 series stainless steel. The requirement to pin the tablet to the base also applies if the design of the monument is such that standard adhesive materials may not be sufficient to affix the tablet to the base. The monument dealer must certify that the large monument being placed in Saybrook Cemetery is set in accordance with all applicable industry standards and the minimum standards established by Saybrook Township Trustees. The Township reserves the right to request, of the monument dealer, a certificate of installation.

Roll Call Voting:	Jane Hawn-Jackson	Yes
	Norman Jepson	Yes
	Robert Brobst	Yes

Placing posts at the corners of Cemetery roads to prevent people from cutting through the grass area with their cars was discussed. We need to get a quote from Thomas Fence for material and labor to install 24 – 32 4" x 4" posts, 6' high with a decorative top. Will put 2 – 5 posts across from the home at the South property line to prevent them from hitting the stones while backing their car out of their driveway.

The Trustees want "Cemetery Rules" posted toward the front of the Cemetery on each of the four roads immediately.

RECORD OF TOWNSHIP FEES

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CELL PHONE/TEXTING/FUELING

#3 Jane Hawn-Jackson moved resolution, seconded by Norman Jepson to approve a Cell Phone/Texting Policy stating the following:
There will be no cell phone use or texting use while operating (driving) a piece of motorized equipment for the Township, this includes while fueling a vehicle. The only exception is while in response to an emergency situation when the driver must respond to the hospital and the medic is unavailable due to patient care.

Roll Call Voting:

Jane Hawn-Jackson	Yes
Norman Jepson	Yes
Robert Brobst	Yes

#4 Jane Hawn-Jackson moved, seconded by Norman Jepson to adjourn the meeting at 7:35 PM.

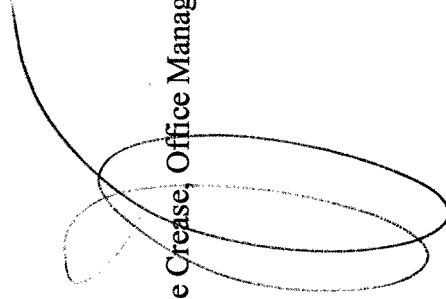
Voting:

Jane Hawn-Jackson	Yes
Norman Jepson	Yes
Robert Brobst	Yes

The meeting was adjourned.



Robert Brobst, Chairperson



Joyce Crease, Office Manager